



Graduate Student Request for Travel Assistance Form

School of Graduate Studies

Adobe Reader, minimum version 8, is required to complete this form. Download the latest version at <http://get.adobe.com/reader>. (1) Save the form by clicking on the diskette icon on the upper left side of the screen; (2) Ensure that you are saving the file in PDF format; (3) Specify where you would like to save the file, e.g. Desktop; (4) Fill in the required data, save and print the file; (5) Send the completed form to [School of Graduate Studies](mailto:sgs@mun.ca); Memorial University of Newfoundland; IIC-2012 (Bruneau Centre for Research and Innovation); St. John's, NL A1C 5S7 Canada Fax: 709.864.4702 eMail: sgs@mun.ca

Student Information				
MUN #:	Last Name:	First Name:	Initial:	
Academic Unit:		Degree:		
eMail:		Tel. no.:		
Conference Information				
Name of Conference:		Is your research fundable under Tri-Council Federal Agencies? If so, please select the appropriate organization:		
		SSHRC	NSERC	CIHR
Place:		Dates:		
Have you been accepted to present a paper/poster?		Yes	No	
<i>If yes, please attach title, abstract, and verification of acceptance.</i>				
Foreign Travel				
If traveling abroad, I have read the Memorial safety and security procedures (see Graduate Student Travel Policy for details).			Yes	No
Estimated Travel Expenses				
Transportation	\$	Registrations	\$	Meals
Taxis	\$	Lodging	\$	Other
		Total Expenses	\$	
<i>Receipts are required for all expenses with the exception of meals. Travel claims are to be submitted within 10 days of conference end date.</i>				
Signatures				
Student Signature		Date	Associate Dean – RGS Medicine (Absence from Campus)	
Funding				
Date	Prior Funding*	Amount	FOAPAL	Approval of Funds
	Yes No			Supervisor
	Yes No			Department head
	Yes No			MED-Research & Graduate Studies Delegate
	Yes No			Dean of Graduate Studies
	Yes No			Graduate Students' Union
	Yes No			TAUMUN

*If yes, please indicate the number of times.

Administrators please note: The signature of the Department Head is required before the travel is undertaken to indicate approval of absence from campus. In addition, the appropriate signatures are required for all funding sources to certify that funds are available.

Original: with Travel Advance Form or Travel Claim Copy: Department Copy: Student

Memorial University protects your privacy and maintains the confidentiality of personal information. The information requested in this form is collected under the general authority of the Memorial University Act (RSNL1990CHAPTERM-7). It is required for administrative purposes of the School of Graduate Studies. If you have any questions about the collection and use of this information, please contact the Manager – Enrolment and Strategic Initiatives, School of Graduate Studies, at 709.864.2445 or at sgs@mun.ca.

Graduate Student Travel Policy - School of Graduate Studies

Updated August 2016

Eligibility:

- Applicants must produce verification of active participation in a conference/meeting. Active participation is defined to mean presentation of paper or poster, chairing a session, or participating in an organized discussion which forms part of the program.
- Due to budget constraints, applications for travel assistance will only be considered from students who have been accepted to present a paper, poster, etc.
- Travel funds may be awarded to attend (1) not more than one conference in the case of a student in a master's program, and (2) not more than two conferences in the case of students in a doctoral program.
- Applications must be made before the travel takes place.
- **For the School of Graduate Studies contributions, students can avail of the NSERC/SSHRC General Graduate Student Funding (GGSF) OR SGS Travel Funding.**

Funding Amounts:

NSERC/SSHRC General Graduate Student Funding (GGSF)

- The award amount for the 2016/2017 academic year is a maximum of \$750 while funding is available.
- Student's research area must be fundable either under NSERC or SSHRC.
- Students must be enrolled in a full time master's or doctoral program.
- Students can avail of GGSF or SGS support and are not entitled to both.

SGS travel funding:

- For travel within the Atlantic region, the maximum contribution is \$200; for travel to other parts of Canada and to the US, the maximum is \$300; for travel outside of North America, the maximum is \$400.
- Full time and part time master's and doctoral students are eligible.
- Students can avail of GGSF or SGS travel support and are not entitled to both.

By Faculty/School/ administrative unit:

- The Dean of Science allocates up to \$400 for graduate students in the Faculty of Science.
- The Dean of Engineering and Applied Science allocates \$250 for graduate students in the Faculty of Engineering and Applied Science.
- The Dean of Business Administration allocates up to \$400 for doctoral students in the Faculty of Business Administration.
- The Dean of Social Sciences and Humanities allocates \$250 for graduate students in the Faculty of Social Sciences and Humanities. This funding is administered through the School of Graduate Studies, is limited to one per graduate student, and awarded on a first-come, first-serve basis.
- The Dean of Medicine allocates \$450 for graduate students in the Faculty of Medicine. Funds will be disbursed at the discretion of the Associate Dean (Research and Graduate Studies), Faculty of Medicine.
- The GSU allocates up to \$250 per master's student and up to \$500 per doctoral student (with a maximum of \$250 per conference). Students may choose to split this amount over several conferences rather than applying for the entire sum at once. Students are also eligible for up to \$150 of these amounts for research trips, field trips, or conferences at which they are not presenting but are related to their academic programs.
- TAUMUN allocates \$50 per master's student and \$100 per doctoral student (two awards, not concurrent).

Application Process:

- Students should become familiar with [Memorial University travel guidelines](#).
- If your destination is outside of Canada, you must comply with [Memorial University safety and security procedures](#).
- Students should submit the [Request for Travel Assistance Form](#), solicit all required signatures, and retain the completed form.
- Students should apply for funding a minimum of four weeks before travel begins, unless otherwise stated in this policy. Earlier requests are advisable if [requesting a travel advance](#).
- Travel assistance is normally available after completion of the trip, but an advance can be arranged, if necessary.
- Once your travel is completed, complete the [Travel Claim Form](#), solicit all required signatures, and submit with necessary receipts and the original Request for Travel Assistance Form to the School of Graduate Studies.
- Travel funding is not guaranteed and is contingent upon the availability of funds and the submission of a complete application package.
- For more information on other funding sources, please contact SGS, GSU, TAUMUN, or the appropriate Faculty.